



Job Title: FINANCE DIRECTOR

Department /Office: Office of Financial Management

Reports to Whom (title): Executive Director

Salary / Hourly Range: 80

Job Classification Code: 9410

Level of Background Check: 1B

FLSA Status: EXEMPT

Driving Required: Yes, As Required

Revised: 02/24/2015

JOB DESCRIPTION:

The Finance Director is under the supervision of the Executive Director. The Finance Director is accountable and responsible for managing, leading the Finance, Accounting (accounts payable, accounts receivable, general ledger, audits), Contracts and Grants Management, Property Procurement, and Payroll sections by planning, directing, executing, implementing and coordinating activities relating to financial and accounting policies, systems and processes, tax and regulatory requirements which the Hopi Tribal government controls.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Provides planning, leadership and strategic direction in managing, directing, administering the Office Financial Management. Incumbent oversees the fiscal assets of the Hopi Tribe and Villages. Incumbent maintains close working relationship with the Executive Director and the Hopi Tribe Chairman/CEO on decisions regarding financial management system and operations. This effort ensures operational plans, policies and procedures of the Hopi Tribe are effective and efficient to meet the needs of the Hopi Tribal Government Operations. Director reports to the Hopi Tribal Council as requested or directed. Participates in the development of plans and programs as a strategic partner with Executive Offices, Human Resources, Departments, Offices, Villages and the Hopi Tribal Council.

a.) Primary responsibilities include:

- Develops and implements strategic and operational plans; goals and objectives (critical pathways); maintains quality regulatory standards; ensures fiscal, procurement administrative policies and procedures are adhere to and followed; ensures management system and controls are in effect and operational to avoid any risk management or liability situations; works with the Budget Operational Team (BOT) on overall budget development and provides technical budgetary guidance to BOT; incumbent ensures budgets are developed, implemented and monitored per tribal policy.
- Completes written and oral reports as needed, required per program, Executive and Hopi Tribe Council directives. Establishes and maintains detailed and accurate fiscal records that reflect the effectiveness and outcome of work performed. Collects data to evaluate critical elements of the work performed ensuring tribal financial policies are followed.
- Coordinates and directs staff to ensure the maintenance and operation of accounting systems and chart of accounts are accurate. Directs staff to ensure all accounts, accounts payable, procurement, general ledgers, accounts receivable are reviewed on timely and scheduled basis. Accounting, budgetary procurement, accounts payable issues are resolved with due dates thereby avoiding any potential audit findings.
- Serves as the technical fiscal advisor to management staff, Tribal Council, agencies on financial issues, including analyzing and interpreting statistical and accounting information with the purpose of informing affected entities of the Hopi Tribe's fiscal operations; providing guidance on effective and efficient budgetary planning; providing fiscal program performance against budget and being in compliance with applicable tribal, state and federal regulations and other matters bearing on the fiscal soundness and operating effectiveness of the organization.
- Works in concert with the Hopi Tribe Treasurer on matters which affect the revenues, finances, contracts, grants which require immediate attention. Problem solves matters in timely manner and reports to the Executive Director, the Executive Offices and to the Tribal Council as required or necessary.
- Provides leadership and facilitation of the annual fiscal audit process, and prepares corrective action plans responses on audit findings.
- Prepares the Hopi Tribe's Indirect Cost Rate (IDC) proposal for submittal to federal agencies for their review and approval. Provides technical advice to the Tribal Chairman/CEO in negotiating the IDC rate.
- As directed by the Chairman, Vice Chairman, or the Hopi Tribal Council, Director works with the Hopi Tribe's Investment firm(s), the Hopi Tribal Economic Development Corporation (HTEDC), Pension Committee, 401(k), and Benefits Committee. Matters that involve the Internal Revenue Service (IRS) may require work with Hopi Tribe's IRS Attorney and HR. Director also works with other financial management consultants for the betterment of Hopi fiscal operations.

- Develops performance standards for subordinate staff and conducts scheduled performance evaluation of subordinate staff. Develops individual training plans for staff, when deemed necessary in order to improve job performance, or update staff job skills.
- Supervises and monitors daily work activities of staff to ensure that best work practices are followed; provides regular training to staff in best industry practices to ensure that the office's customers receive fast, efficient, cost effective and courteous service. The Director ensures that the office produces positive pro-active employee relations with other departments, the Hopi Tribal Council representatives and visitors. The Director is sensitive to the Hopi culture and traditional practices of the peoples and villages.
- Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

b.) Principal accountabilities include:

- Strong business acumen in strategic thinking and planning skills.
 - Experience with strategy development and implementation.
 - Effective management knowledge and skills of financial, business and administrative processes and is fully cognizant of compliance with applicable federal, state and tribal regulations, policies and procedures, guidelines, and ordinances, to deliver superior customer service.
 - Acquisition and maintenance of competent and skilled staff, and training resources necessary to meet functional requirements.
 - Timely and accurate submission of required management and technical reports.
2. Works closely with the Executive Director, and Executive Offices to review, revise, and execute an organization mission and strategy for the Office of Financial Management; establish and maintain an effective organization structure and staffing plan; review and make recommendation for approval all proposed functional and staffing charts under the office to the Executive Director for purpose(s) of uniform growth and overall efficiency; refers other proposed structural changes to the Hopi Tribal Council for review & action with specific rationale and recommendations.
 3. Develops, implements new and updated administrative policies, procedures, processes and protocols for guiding the administration of Office operations and for implementation of Tribal goals and objectives, including benchmarks and measures of accountability to ensure production, effective and efficient delivery of services expenditure controls, timelines, etc. Possess comprehensive working knowledge of governmental fund accounting principles, methods and practices including automated budgetary and accounting system; knowledge of federal single audit requirements such as Circular A-133 (*"Audits of States, Local Governments, and Non-Profit"*) and Circular A-87 (*"Cost Principles for State, Local and Indian Tribal Governments"*).
 4. Serves as direct line supervisor to the Finance office staff and obtains maximum utilization of their services by clearly defining their responsibilities and duties, establishing performance plans, conducting periodic and timely performance reviews and evaluations, providing appropriate mentoring/coaching and training, and taking appropriate follow-up actions as necessary; provides guidance on matters of policy, program, budget and legal responsibility; reviews and approves internal administrative agreements and commitments in accordance with established policies.
 5. Ensures the Supervisor is kept fully informed of the conditions and progress of the Office of Financial Management activities and office operations including all important factors influencing operations; provides professional advice and guidance on matters of significant importance.
 6. Maintains positive and effective relationships with external organizations both public and private, and works to ensure that the goals and objectives of the Office of Financial Management are enhanced and advanced in accordance with the established plans and general policies of the Tribe.
 7. Plans, organized and oversees the annual Tribal and Village fiscal audit; consults with Tribal officials, management personnel, OFM staff and others to address and resolve audit finding, primary objective is to achieve an unqualified audit of tribal assets.
 8. Performs other related duties as assigned or authorized in order to achieve office and Tribal goals and objectives.

PERSONAL CONTACTS:

The incumbent maintains daily contact with the OFM administration staff & supervisors; and frequent contact with Tribal Department Managers and Office/Program Directors, tribal employees; and contact with Tribal Chairman/CEO, Hopi Tribal Council, Tribal and Village officials/staff, other public/private organizations/personnel and the general public. The purpose of these contacts is to exchange factual information related to planning, coordination and project management/assessment and building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work of the incumbent is mostly sedentary consisting primarily of office work. The incumbent is considered a member of the Tribe's professional staff and as such is required to work evenings and weekends when necessary to accomplish the work. Moderate travel on and off the Hopi reservation and occasional travel by airlines to far distant locations to conduct business is required.

MINIMUM QUALIFICATIONS:**1. Required Education, Training and Experience:**

- A. Education: Master's Degree in Finance, Accounting, or Business Administration;

AND

- B. Certification: Active Certified Public Accountant (CPA) credential;

AND

- C. Experience: Ten (10) years work experience preferably in a governmental fund accounting system at a senior accountant level, with six (6) years of supervisory responsibilities.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Comprehensive knowledge of fiscal management principles, methods and practices, including governmental, enterprise and investment fund account management.
- Knowledge of multi-year budget development and implementation process.
- Working knowledge of governmental fiscal audit principles, methods, and practices, including the audit resolution process.
- Considerable working knowledge of developing Federal & State Indirect Cost Rate proposals, including the negotiation process of PL 93-638 contracts.
- Excellent knowledge of business management principles, practices and techniques including financial, human resources and project administration, etc.
- Excellent understanding and hands of operations of automated data processing systems applicable to fiscal management (encumbrance/accrual system).

B. Skills:

- Excellent writing and verbal skills to communicate policy, strategy, management principles, narrative reports, etc.
- Exceptional interpersonal skills, a collaborative style and the ability to communicate effectively
- Excellent management and administrative skills including strategic planning, organizational development and assessment, project planning and administration, supervision, etc.
- Excellent skill in operating electronic calculators, computers and other modern office equipment/machines.
- Excellent customer service and public relations skills.

C. Abilities:

- Ability to assess and to problem solve the operation of a multi-functional office and multi-component projects and develop appropriate organizational structure, staffing plan and budget plan/controls for effectiveness and efficiency.
- Ability to interpret and effectively communicate the intent and application for fiscal management policies and procedures.
- Ability to plan, organize and accomplish work in accordance with established objectives, priorities and timelines.
- Ability to analyze, assess and problem solve systems failures and develop appropriate corrective action plans.
- Ability to interpret the purpose/intent of objectives, rules and regulations, etc.
- Ability to review and assess capabilities and performance of subordinate staff and take corrective action.
- Ability to build effective teams, coach and develop others.
- Ability to establish, monitor and maintain ledgers, registers, journals, chart of accounts, etc., for tracking expenditures and maintain budget controls.
- Ability to develop data processing procedures and forms for use by Tribal offices/programs.
- Ability to establish and maintain effective, positive and professional working relationships with staff and others.
- Ability to lead complex projects through to completion.

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete/pass the pre-employment screening in accordance with Hopi Tribal Policy.